

25X1

MEMORANDUM FOR :

SUBJECT : Progress Report For Month of February 1957

1. Attached is the Records Center monthly statistical report for the month of February 1957.

2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office/Transportation Division on seven different occasions to transfer a total of 825 cubic feet of records and distribution material. This is equivalent to the volume of 103, four drawer, legal size file cabinets which has a replacement value of \$30,462.

The Library/Acquisition Branch has retired 831 cubic feet of records that will not be accounted for until the paper work is received from that office.

b. Reference

The Center furnished 8398 items to requestors during the month. Of this number 1362 items were for records documents. This service is almost doubled the average of 770 items serviced per month for the first half of fiscal year 1957.

Office of Personnel job number 57-68 which contained three independent alphabetical file series has been consolidated into one series. This consolidation will facilitate future reference service.

25X1

The Office of Training has sent down 22 cubic feet of inactive records in which the disposition is unknown at this time. [redacted] the Area Records Officer of Training is working with the custodians in order to determine the disposition of the records.

During the month there were 16 different NIS elements which reached the minimum number that is required to make a re-run. OBI has been notified and a re-run will be made as soon as practical.

CONFIDENTIAL

c. Disposal

During the month a total of 176 cubic feet of records and distribution material were destroyed and 203 cubic feet were transferred back to Headquarters. Because of the increased volume of material for destruction the labor problem has become more acute.

d. General

The cinder block wall has been completed and the shelving reinstalled. The aisle-way in that area was decreased by six inches, therefore, only records with a limited amount of reference activity will be housed in that area.



25X1

Chief, Records Center

FEBRUARY - 1957

	Reporting Period	Fiscal Year To Date	Estimate To Date
Part I Accessioning, Disposal, Holdings			
Items 2 through 10 - Cubic Feet			
1. Accession Jobs (Number)	62	408	
2. Records Accessioned	672	4,407	25,043
3. Records Disposed of at Center	136	391	1,517
4. Records Transferred from Center	41	1,031	3,885
5. Records Holdings	19,641		
6. Dist. Material Accessioned	153	1,540	16,829
7. Dist. Mat'l. Disposed of at Center	40	803	2,898
8. Dist. Mat'l. Transferred from Center	162	716	2,663
9. Distribution Material Holdings	11,269		
10. Total Holdings	30,910		
Part II Reference Services (Number)			
11. Record Documents Loaned	1,362	6,731	40,903
12. Informational Requests	109	844	2,862
13. Information Reports	424	3,703	
14. Intelligence Reports	5,403	50,086	
15. Administrative Issuances	1,209	10,275	
16. Total	8,507	71,639	
Part III Distribution Materials Received (Number)			
17. Intelligence Reports:			
a. Initial Receipt	6,573	62,098	
b. Returns	2,096	22,438	
18. Information Reports	--	--	
19. Administrative Issuances	1,440	8,121	
20. Total	10,109	92,657	
Part IV Reproduction Services (No. of Pages)			
21. Ozalid Process	1,472	9,960	
22. Photo Copy Process	121	1,428	
23. Ditto Process	110	1,234	
24. Total	1,703	12,622	
Part V Shelving Space Utilization (Cu. Ft.)			
25. Total Capacity	41,220		
26. Space Utilized **	31,827		
27. Space Available	9,393		

** 917 cubic feet of this figure is being utilized by VM Material (Map Negatives)

CONFIDENTIAL